

# American Indian Family Center Job Posting

*Where American Indian Families Thrive!*



## Housing Outreach Specialist

**Application Deadline: January 26th, 2020**

Full-Time, Monday through Friday 8:30am – 5:00pm.

*Note: Some Evening and Weekend Hours Required.*

\$36,000-\$42,000 (DOQ) + Excellent benefits including employer paid health, dental and life insurance coverage for the employee, 403B retirement fund with employer contribution, paid holidays and generous PTO accrual.

**Position Title:** Housing Outreach Specialist

**Reports To:** Housing Services Manager

**Position Description:** The Housing Outreach Specialist engages and provides direct housing outreach services to American Indian individuals and families of the greater East Metro Area.

**Major Areas of Responsibility:** This position will undertake various responsibilities associated with the delivery of culturally appropriate housing assistance services. This person will be the central person in linking homeless individuals and families to an appropriate housing plan with the end goal of facilitating rapid and resourced exits from homelessness into permanent housing.

### **Specific Job Tasks:**

- Support and adhere to established policies and agreements of the Thinica Owichakiyapi Thipi (Helping the Homeless Build) program and housing services.
- Facilitate re-housing activities by identifying eligible clients, facilitate the clients re-housing planning process, and prepare clients supporting housing documentation.
- Be the primary contact between the client and landlord throughout the re-housing process and to ensure client/landlord relationships.
- Facilitate monthly rent meetings for re-housing clients and address lease-related issues as needed.
- Provide case management by tracking client progress, monthly meetings in clients home and as needed, review client budget to ensure reaching of stabilization goals, and to ensure the client housing plan is being reached.
- Document and maintain up to date information on services provided and funds expended.
- Ensure timely documentation and processing of financial assistance according to the clients re-housing plan.
- Support and adhere to established policies and procedures of the American Indian Family Center.
- Support the work of AIFC volunteers and interns.
- Provide other duties as assigned.

**Required Knowledge, Skills and Abilities:**

- Proven ability to work with American Indian families.
- Demonstrated ability to develop relationships with community organizations and perform as a team member.
- Strong oral and written communication and computer skills.
- Strong organizational skills, reliable and ability to multi-task.
- Must always maintain confidentiality.
- Valid driver's license, insurance and vehicle are required.
- Must submit to a Criminal Background Check.

**Education and Experience:**

- Bachelor's degree in a related field and one year of experience in Human Services or equivalent required.
- Experience, competence and sensitivity in working with families.
- Case management experience and knowledge of service delivery techniques preferred.
- Knowledge of the Saint Paul area resources, American Indian community and community service organizations preferred.

**Physical Demands and Work Environment:**

- Very light lifting (less than 15 pounds) may be required occasionally.
- The AIFC is a low noise facility (under 30 dB) and has private offices and conference rooms.

Interested applicants can submit resumes and letters of interest to Charlotte Mertz, AIFC Development Director at [Charlotte\\_Mertz@aifc.net](mailto:Charlotte_Mertz@aifc.net). Selected applicants will be contacted to arrange an interview.

**AIFC thanks you for your interest!**